"Sounds Like" Program Instructions

Description:

This program determines if a user-supplied taxon name, taxon names contained in a text file, or taxon names italicized in a word processing file (e.g. Microsoft Word, WordPerfect) matched exactly an accepted or synonym vascular plant name in Kartesz 94[1]. The program also examines the <u>non-matching names</u> to determine if variations in spelling could provide one or more probable matches. The user can specify the degree of error to be used in the assessment of probable matches. Reports from the program can be viewed on screen or exported in a variety of formats, including Html, Microsoft Excel, and Microsoft Word.

Installation:

This application is a "stand alone" runtime version of Microsoft Access. It can be run in MS Windows 3.11 and Windows 95/98.

- From a CD ROM:
  - ➢ Insert CD. Run the program setup.exe.

Then,

- Follow the instructions displayed in the Installation Wizard screens. At one point, the Wizard will ask what kind of installation is wanted: Typical, Compact, or Custom. At that point, select Typical. All components should be installed the first time. For subsequent installations, users can select the components to be installed.

The program and all its components require approximately 25 MB of hard disk space:

Component	*Space (MB)*
application	3
documentation	6
MS Access run-time version	15.5
miscellaneous files	.5

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[1] A Synonymized Checklist of the Vascular Flora of the United States, Canada, and Greenland (Kartesz 1994)

Running the program:

After the installation is completed, find the program group from the Start button, and start the application.
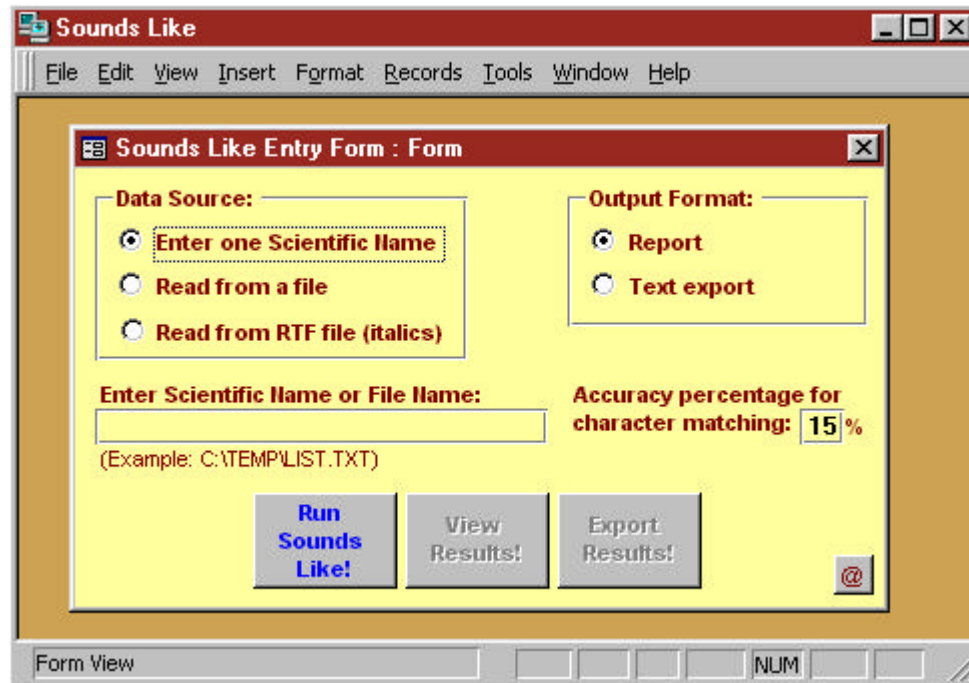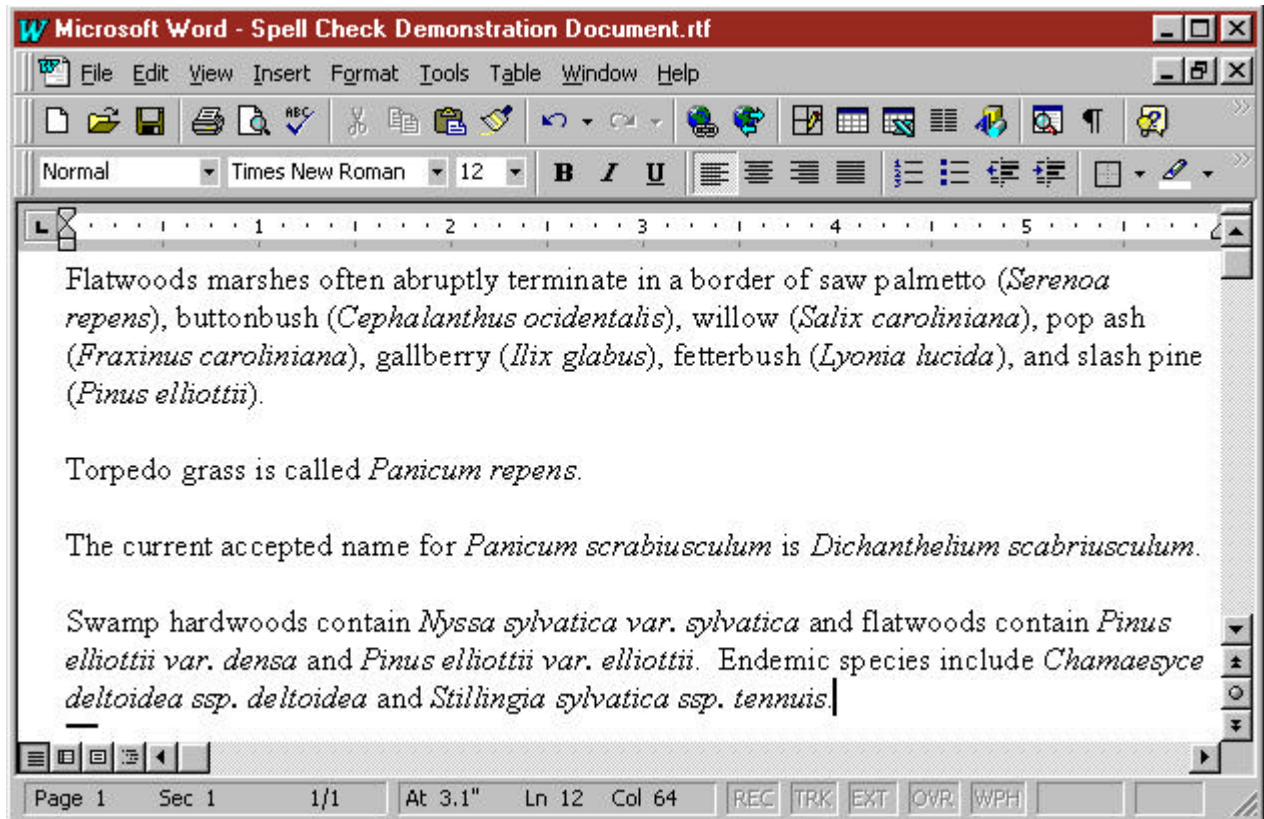

Data Source:

The Sounds Like program can analyze data provided through three different sources/formats:

- Scientific Names can be entered one at a time by typing each name in the provided field (box).

- A list of names can also be used as the data source. The file must be saved as a text file, one Scientific Name per line. Scientific names must not have quotes or any other special characters embedded. Example:
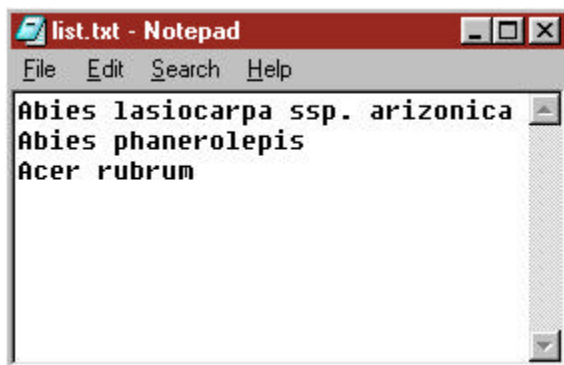
- The program can also extract taxon names italicized in a word processing file (e.g. Microsoft Word, WordPerfect). All word(s) that are formatted as italics will be extracted from the provided file name. The resulting list will then be automatically sent to the program for analysis. The program will only accept files saved as a Rich Text Format (RTF). All commonly used word processor documents can be saved as an RTF document. Example:

Microsoft Word - Spell Check Demonstration Document.rtf

File Edit View Insert Format Tools Table Window Help

Normal | Times New Roman | 12 | **B** *I* <u>U</u>

Flatwoods marshes often abruptly terminate in a border of saw palmetto (*Serenoa repens*), buttonbush (*Cephalanthus ocidentalis*), willow (*Salix caroliniana*), pop ash (*Fraxinus caroliniana*), gallberry (*Ilix glabus*), fetterbush (*Lyonia lucida*), and slash pine (*Pinus elliottii*).

Torpedo grass is called *Panicum repens.*

The current accepted name for *Panicum scrabiusculum* is *Dichanthelium scabriusculum.*

Swamp hardwoods contain *Nyssa sylvatica var. sylvatica* and flatwoods contain *Pinus elliottii var. densa* and *Pinus elliottii var. elliottii.* Endemic species include *Chamaesyce deltoidea ssp. deltoidea* and *Stillingia sylvatica ssp. tennuis.*

Page 1   Sec 1   1/1   At 3.1"   Ln 12   Col 64   REC TRK EXT OVR WPH

Output Format:

Output Format:
- ⦿ Report
- ○ Text export

Results can be generated in two different formats: **Report** and **Text export**. Report format is designed to show the results on the screen or for the results to be easily printed or exported to a word processor or a text file. Example:
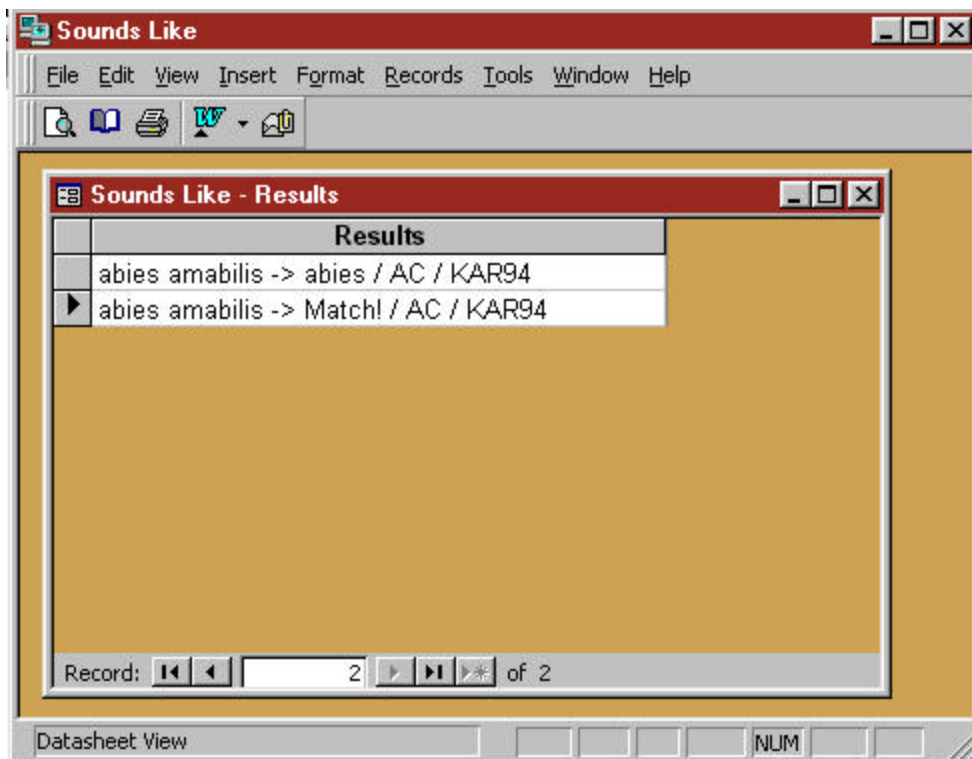
Text Export is designed for the output to be easily exported to a spreadsheet program, database, etc. The output for this option contains fields that are separated by commas and the text is enclosed within quotes. Example:
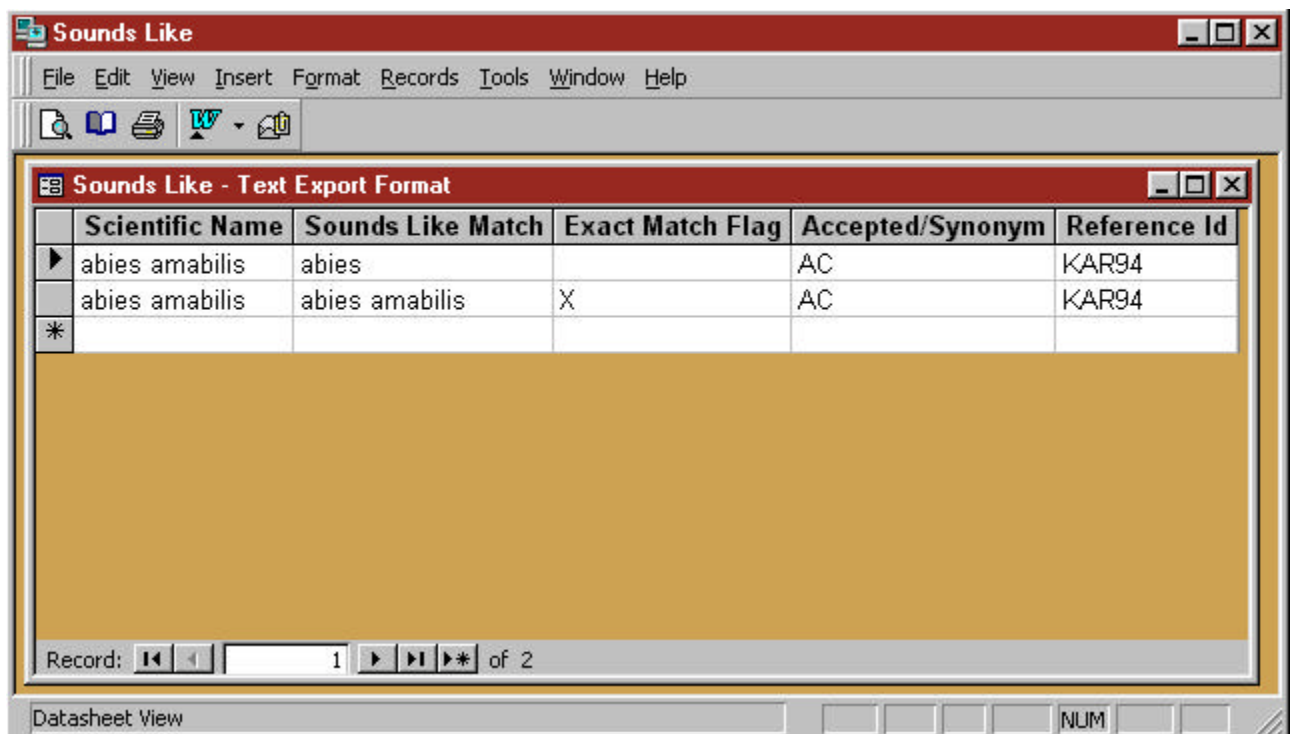
For both Output formats, the user can select from the following toolbar:

 - Print preview

 - Page setup

 - Print results

 - Quick exports (OLE) to Microsoft Word or Excel

 - Quick emails (OLE)

Degree of Error/Accuracy:

 The program will examine the non-matching names to determine if variations in spelling could provide one or more probable matches. A percentage can be entered in this box to indicate the percentage of difference from the Scientific Name being examined to any "checklist" name. A larger number will increase the probability of finding possible matches.
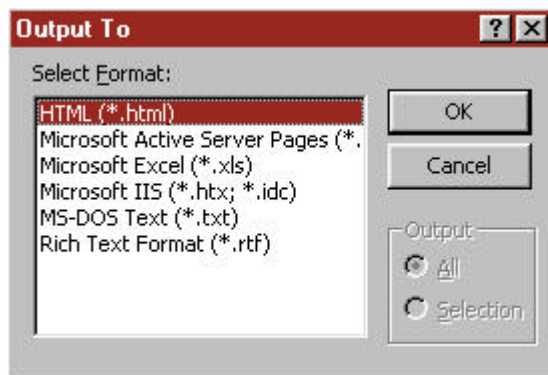
Run Sounds Like:

Run the program. A "black" screen will appear while the program is running.

View Results:

View results. See the Output Format section for more information.

Export Results:

Use this feature to export the results in a specific format. After selecting the format, a file name and a directory destination will be required for the export.

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